



For Supplier Payment Inquiries

Nexteer provides three methods for viewing remittance detail and payment information:

1. Electronically, by accessing the Supply Chain Portal (web-based application)
 - a. A user ID & Password are issued for each supplier to log into the portal.
2. Automatically, receive a pdf remittance as payments are processed. Multiple email addresses can be set up to receive the pdf report.
3. If you are paid by check, remittance details will be included on the check stub.

Supplier Action Recommended

1. If you would like access to the Supply Chain Portal please send a request to nexteer.suppliers@nexteer.com and include the following information:
 - a. Company Name
 - b. Company Address
 - c. Contact Name
 - d. Contact Function/Title
 - e. Contact Work Phone Number
 - f. Contact Email Address
 - g. Nexteer Supplier Number/Vendor Code (can be found on Purchase Order; 8-digits beginning with 200xxxxx)

It is preferred for each supplier to receive one login ID and share it among the company however additional users can be added if requested.

2. To receive a PDF remittance automatically by email when you receive a payment please [send a request to the buyer listed on your Nexteer purchase order](#) and include the following information:
 - a. Company Name
 - b. Company Address
 - c. Contact Name
 - d. Contact Function/Title
 - e. Contact Work Phone Number
 - f. Remit Email Address

Multiple remit email addresses can be set up to receive the PDF report.

Nexteer Accounts Payable Helpdesk
nexteer.payables.saginaw@nexteer.com